


Janice's Indesign Cheat Sheet

- Shortcuts -

Take note:

CMD = Command = 

Alt key = option = 

Command	Mac OS	Windows
New: Document...	CMD + N	Ctrl + N
Close	CMD + W	Ctrl + W
Export...	CMD + E	Ctrl + E
Place... (an image/file)	CMD + D	Ctrl + D
Save	CMD + S	Ctrl + S
Save As...	Shift + CMD + S	Shift + Ctrl + S
Save a Copy...	Alt + CMD + S	Alt + Ctrl + S
Copy	CMD + C	Ctrl + C
Paste	CMD + V	Ctrl + V
Paste Into	Alt + CMD + V	Alt + Ctrl + V
Paste in Place	Alt + Shift + CMD + V	Alt + Shift + Ctrl + V
Cut	CMD + X	Ctrl + X
Redo	Shift + CMD + Z	Shift + Ctrl + Z
Select All	CMD + A	Ctrl + A
Undo	CMD + Z	Ctrl + Z
Duplicate	Alt + Shift + CMD + D	Alt + Shift + Ctrl + D
Bring Forward	CMD +]	Ctrl +]
Bring to Front	Shift + CMD +]	Shift + Ctrl +]
Send Backward	CMD + [Ctrl + [
Send to Back	Shift + CMD + [Shift + Ctrl + [
Group	CMD + G	Ctrl + G
Ungroup	Shift + CMD + G	Shift + Ctrl + G
Hide (objects)	CMD + 3	Ctrl + 3
Lock	CMD + L	Ctrl + L
Unlock All on Spread	Alt + CMD + L	Alt + Ctrl + L
Actual Size	CMD + 1	Ctrl + 1
Zoom In	CMD +	Ctrl +
Zoom Out	CMD -	Ctrl -
Create Outlines	Shift + CMD + O	Shift + Ctrl + O